

EXHIBIT A
MANDATORY WRITTEN SOLICITATION REQUIREMENTS

1.1 REVISIONS TO THE RFP

If it becomes necessary to revise this RFP, amendments will be provided to all prospective Offerors that were sent this RFP or otherwise are known by the Procurement Officer to have obtained this RFP. Acknowledgment of the receipt of all amendments to this RFP must accompany the Offeror's proposal. Failure to acknowledge receipt does not relieve the Offeror from complying with all terms of any such amendment.

1.2 RFP CANCELLATION / REJECTION

The State reserves the right to cancel this RFP. The State also reserves the right to accept or reject any and all proposals, in whole or in part, received in response to this RFP and to waive or permit cure of minor irregularities in any manner necessary to serve the best interests of the State of Maryland. Offerors whose proposals are not accepted will be notified in writing.

1.3 INCURRED EXPENSES

The State will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal or in performing any other activities relative to this solicitation.

1.4 ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFP.

1.5 PROTESTS/DISPUTES

Any protests or disputes related respectively to this solicitation or the resulting contract shall be subject to the provisions of COMAR 21.10 (Administrative and Civil Remedies).

1.6 ACCESS TO PUBLIC RECORDS ACT NOTICE

Offerors should give specific attention to the clear identification of those portions of their proposal that are considered confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland.

1.7 OFFEROR'S RESPONSIBILITIES

The successful Offerors shall be responsible for all products and services required by this RFP.

1.8 MANDATORY CONTRACTUAL TERMS

By submitting a proposal in response to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms of this RFP and the standard terms and conditions. Any exceptions to this RFP or the resulting contract must be clearly identified. A proposal that takes exception to these terms may be rejected.

1.9 BID/PROPOSAL AFFIDAVIT

All proposals submitted by an Offeror must be accompanied by a completed Bid/Proposal Affidavit. If an item on this Affidavit is not applicable, please indicate so. All blanks are to either contain an answer or a not applicable designation.

Additionally, in order to legally conduct business within a state, all corporate entities must appoint and maintain a *Registered Agent* who receives legal process and other communications on behalf of the entity.

The failure to register and designate a registered agent may foreclose or hinder the company's ability to legally enter into contracts and gain access to the state courts. Moreover, it may subject the company to monetary, civil and possibly criminal sanctions. Also, failure to maintain a registered agent may cause your company to fall out of "good standing" within the state. This will subject your license to do business within the state to forfeiture, with monetary penalties assessed to reinstate your company to a "good standing" again. A copy of this Affidavit is included as Exhibit B of this RFP.

1.10 CONTRACT AFFIDAVIT

All Offerors are advised that if a contract is awarded as a result of this solicitation, the successful Offeror will be required to complete and submit to MDP the Contract Affidavit. A copy of this Affidavit is included for informational purposes as Exhibit C of this RFP.

1.11 MINORITY BUSINESS ENTERPRISES (MBE)

Minority business enterprises are encouraged to respond to this solicitation notice. Minority business enterprise vendors are encouraged to obtain certification from the Office of Minority Affairs. All questions related to certification should be directed to the Office of Minority Affairs.

1.12 ARREARAGES

By submitting a response to this solicitation, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State of Maryland. This includes the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

1.13 CONFLICTS OF INTEREST

The Offeror shall consider and resolve any potential conflicts of interest which presently exist or which may arise if the Offeror were to be selected for contract award.